

Agenda

GaRID Board Business Meeting

May 7, 2013

Conference Call

In attendance: Erin Salmon, President; Marcie Harper, Vice President; Wendy Sullivan, Treasurer; Donna Davis, Secretary; Hijrah Hamid, Erin Kitchens, and Anna McDuffie, Members at Large

1

- I. Call to Order – Erin Salmon, President--8:19 pm
Roberts Rules were suspended
Agenda shared by Erin Salmon

- II. Conference discussion
 - a. Becky Harris, conference committee co-chair called Erin Salmon to discuss conference committee concerns. Erin shared the following concerns with the board:
 - i. The conference committee asserts that profit from previous year's conferences should be available to the conference committee to use for this year's conference rather than being absorbed back into the general fund for other GaRID expenses.
 - ii. Conference committee is concerned about the budget reflecting a loss this year, even though there was a significant profit last year.
 - iii. When soliciting donations, conference committee informs sponsors that funds collected are used for the conference, not the organization. The conference committee is concerned that this is a misrepresentation to sponsors.
 - iv. Conference committee is concerned that money that conference committee raises from fundraisers is being absorbed into the organization and spent on items other than the conference committee intended.
 - v. Due to the recent questions that the board is asking, the perception is that the board does not trust the conference committee.
 - b. The board discussed the following points in response
 - i. The budget for conference this year is much higher than in previous years, so questions from the board are to be expected.
 - ii. The board is ultimately liable for agreements made with vendors, so board knowledge of conference committee planning is critical.
 - iii. GaRID maintains a separate savings account for conference funds. At the end of each fiscal year, all profits from that year (whether conference related or non-conference related) are rolled into general reserves on the balance sheet. When there is a loss from a conference, general funds are spent to compensate for the loss and, when the conference generates a profit, those funds roll over into the general reserve.
 - iv. For year-to-date conference income (05/15/13), 20% was generated from fundraisers, 63% was generated from conference

registrations from attendees, and 17% was generated from sponsorships. In general, approximately 10% of conference income has traditionally been used to fund non-conference expenses. This 10%, approximately \$2,000, accounts for 17% of conference registrations for the 2012 conference, so all fundraising and sponsorship income is used for the conference itself. A modest profit would be expected from any conference because the organization is providing a service to the interpreting community.

- v. The beginning and end times to the fiscal year could affect whether the conference committee reflects a loss or a profit. For example, fundraisers in 2012-13 fiscal year for the Nov 2013 conference expenses (2013-14 fiscal year) fall into two separate fiscal years. Timing of payment of expenditures can be adjusted to minimize the potential of a loss—For Example, Wendy Sullivan suggested that the conference committee can pay the \$3500.00 deposit to the hotel before fiscal year-end, so that this expense reflects in the current fiscal year, rather than in the next fiscal year. The board knows that it is not a true loss to the organization if the funds do not balance out this year.
- vi. The new proposed budget, which will be voted on at the May 11th meeting does pull funds (\$1,000.00) from the reserves to fund part of the requested conference budget.
- vii. The board is aware that other fundraising systems within GaRID need to be improved. So far, the board has increased fees for CEU processing as well as workshop fees to maintain the healthy reserve recommended by the accountant.
- viii. Information sharing (transparency) is critical to a healthy organization. Our liaison structure is in the process of being strengthened. The board recommends a liaison to attend every possible conference committee meeting, as well as a scheduled meeting with the conference committee to improve communication.

c. Additional questions to be addressed

- i. The board asks the conference committee: Are there three tracks or two tracks with linguistic, legal, and religious workshops?
- ii. GaRID conference cannot increase expenses and become more elaborate annually. It is expected that years when the conference is outside of Atlanta will be less elaborate and less expensive. Is this what the conference committee also envisions?
- iii. The board consensus is that a face to face meeting with the conference committee would be productive. The August meeting would be a great opportunity at Anna Webb's home for a face to face exchange. The date of this was set for August 24th, but will likely be adjusted. (Follow up by Wendy Sullivan)

III. Voting on budget

- a. An additional \$1000.00 needs to be added (becoming a line item of \$2000.00) for interpreting services for the conference. This amount will

not be spent if not needed, but will assist in assuring that communication needs of attendees are met by professional interpreters.

- b. Where will funding (\$1000.00) come from? Options are:
- i. Reduce or eliminate the line item “free membership event”
 1. All board members expressed that having the free membership event greatly benefits the organization because the event increases our membership rolls significantly and is a positive experience.
 2. Last year there were 22 attendees and this year there are 45 registered, even though the event is OUTSIDE of metro Atlanta.
 - ii. Reduce or eliminate the item “unplanned interpreting needs”. This line item was NOT used in this fiscal year, and the board shifted it to pay for the free membership event on May 11th.
 - iii. Take the entire amount from reserves. This would change the amount drawn from reserves to \$4000.00. The treasurer is noted as stating that pulling funds from reserves cannot be an annual trend for GaRID as an organization.
- c. Wendy Sullivan moves that the board accept the previous proposed budget with the addition of \$1000.00 to the interpreting services for conference line item coming from reserves. That line item will total \$2000.00 for conference interpreting. The revised total income will become \$34,925.00 and total expenses will become \$34,884.00. Motion seconded by Marcie Harper.
- d. Voting results are as follows:
- i. Abstain - 0
 - ii. Not approve - 0
 - iii. Approve - unanimous
 - iv. The motion to amend the budget passes by unanimous vote.
- e. The board credits Wendy Sullivan for the stability of GaRID’s budget.

3

IV. Discussion of possible changes to by-laws

- a. Erin Salmon suggests changes to GaRID board elections so that Member at Large positions are open at every election opportunity. (Member at Large positions are less demanding and are a good way for people to begin on the board.)
- b. The board agrees with this suggestion.
- c. Donna expresses that there are other by-laws that need to be addressed to keep up to date with the structure of the organization. For example, timelines for minutes after retreat are unreasonable.
- d. The board will continue to examine by-laws options electronically on Google groups

V. Member concerns

- a. A member has expressed a desire to serve on committees more than once and was not provided with a role or function to perform.
- b. Conference committee has asked “Where are the seasoned interpreters who are willing to serve on committees?”
- c. The board discussed several possible solutions including

- i. Improving our online membership process to collect member interest in committee service (Marcie Harper to follow up)
- ii. Sign up tables at the conference (Donna Davis to follow up)
- iii. Using the display table at more events is a great resource for advertising what our committees are doing
- iv. Promotion of committees on May 11th (Donna to follow up)

VI. RID

- a. LaToya Childs, IEIS Region II Representative, submitted the names of the GaRID IEIS region representatives to RID. The GaRID representative, Amanda Tate, has been selected to receive free registration to the RID National Conference. Question before the board is whether or not to offer an additional stipend to assist Amanda Tate with related expenses—Erin Salmon will follow up to see who is paying for the registration. Discussion will continue on electronically Google groups.
- b. Question presented to the board: Do we want to take a GaRID basket to donate to the RID Region II auction? Erin Salmon has asked Kelly Spell to assist with this. Some board members will bring items to Erin Salmon on May 11th to be included in the basket.
- c. Question before the board: Joshua Pennise, RID Region II representative, has asked if GaRID would host, in collaboration with NAD, the 2014 Region II Conference in Atlanta. This will coincide with the NAD 2014 conference. This will involve no financing, but coordination of volunteers. June 4th, there will be a conference call to discuss this further. (Erin Salmon to follow up) The board is in agreement to offer our support of this collaboration and looks forward to further details.

VII. Board reimbursement for mileage was discussed; this item was tabled until further research can be conducted. (Donna Davis to follow up)

VIII. GAD conference in Athens will be discussed electronically on Google groups

Meeting Adjourn 10:26 pm